

NOAA TELEWORK TERMINATION FORM

The telework option is not an employee right but rather falls under the supervisor's discretion to determine how work should be accomplished with the organization. Termination from the telework agreement can be either voluntary or involuntary.

This is notification that the telework agreement which was signed on _____ is no longer in effect and is hereby terminated.

Termination is based on (Please check one):

- Voluntary Withdrawal
- Involuntary Withdrawal

If involuntary terminated, this decision was based on:

- The employee does not have sufficient duties or work activities suitable for performance at an alternate work site.
- The employee's absence from the work place impacted the operation of the work unit.
- The extent of supervision required for the employee could not be achieved.
- The employee's alternate work site does not meet prescribed acceptable standards. (State the specific deficiency issue(s).
- The employee does not meet performance-related eligibility requirements. (State the specific deficiency issue(s).
- The employee does not meet conduct-related eligibility requirements. (State the specific deficiency issue(s).
- The employee was reassigned or detailed to a new position. A new agreement is required.
- Other (please specify):

Receipt Acknowledged:

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Approving Official's Signature: _____ Date: _____